

# Wireless E-911 PSAP Funding FY 2003 Request / Report Worksheet

**PSAP:** CHRISTIANSBURG PD  
**Date:** 29-Jul-03

**Total Estimate Request:** \$46,013.00

**Total Actual:** \$43,522.86

**Difference:** - \$2,490.14 *Return to Board*

Call Load Data	Last 12 Months	Estimated	Actual
Total Telephone Calls Handled by PSAP	109,695	87,000	121,313
Total 911 Calls Handled by PSAP	7,824	5,800	7,889
Total Wireless 911 Handled by PSAP	2,002	1,300	1,268

1.05%

Equipment Dedicated to Wireless E-911	100%	Estimated Costs	Actual Costs
<b>Total Equipment Dedicated to Wireless E-911</b>			

Shared Equipment	Wireless Call % / 10.42% / Whichever is Greater	Estimated Costs	Actual Costs
CPE Maintenance-Lease on Equipment (\$1,535 x 12 months)		\$18,420.00	\$17,732.00
<b>Total Equipment Shared for Formula Below</b>		\$18,420.00	\$17,732.00

Number of Wireless 911 Calls Total Number of Calls Handled by Equipment	X	Equipment Cost	=	Amount of Funding		
					\$275.24	\$185.34
		Percentage 10.42%			\$1,919.36	\$1,847.67
		Funding Requested			\$1,919.36	\$1,847.67

Local Exchange Carrier (LEC) Costs	100%	Estimated Costs	Actual Costs
Trunk line costs (4 lines @ \$84 per line x 12)		\$4,032.00	\$4,032.00
<b>Total LEC Costs</b>		\$4,032.00	\$4,032.00

Personnel Costs	Wireless Call % / 10.42% / \$30,000 Whichever is Greater	Estimated Costs	Actual Costs
Salaries and benefits		\$381,831.00	\$359,219.98
Training		\$2,640.00	\$2,039.00
<b>Total Personnel Costs for Formula Below</b>		\$384,471.00	\$361,258.98

Number of Wireless 911 Calls Total Number of Telephone Calls	X	Personnel Costs Call Takers / Dispatchers	=	Amount of Funding		
					\$5,744.97	\$5,398.12
		Percentage 10.42%			\$40,061.88	\$37,643.19
		\$30,000.00			\$30,000.00	\$30,000.00
		Funding Requested			\$40,061.88	\$37,643.19



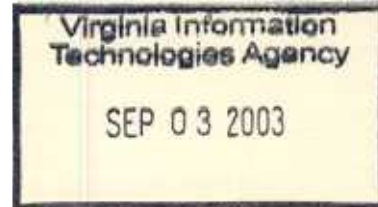
## CHRISTIANSBURG POLICE DEPARTMENT

Gary L. Brumfield, Chief of Police

10 East Main Street  
Christiansburg, Virginia 24073  
Telephone (540) 382-3131  
Fax (540) 382-0877

August 1, 2003

Steve E. Marzolf  
PSC Coordinator  
Richmond Plaza Bldg., Suite 135  
110 S. Seventh Street  
Richmond, VA. 23219-3931



Dear Steve:

Attached is the FY2003 True Up for the Christiansburg Police Department. The State Wireless Board approved a budget of \$46,013.00 for FY2003. Our agency actually expended \$43,522.86 leaving a difference of \$2,490.14. The difference is comprised of the following:

	Estimate Costs:	Actual Costs:
CPE Maintenance	\$ 1,919.36	\$ 1,847.67
Personnel Costs	40,061.88	<u>37,643.19</u>
Difference		\$ 2,490.38

Also attached are supporting documentation for our expenditures as required by the State Wireless Board.

If you should have any questions, please contact me at (540) 382-3131.

Sincerely,

Martha Cox  
PSAP Coordinator

Statistics as of: 7/15/03 10:11:03 AM  
Data from: 7/1/02 12:00:00 AM  
thru : 6/30/03 11:59:00 PM

## Call Counts By Line Group



All Calls	All	Filtered
911 cell calls	1162	1162
911 land line calls	5831	5831
Adminstration lines	110899	110899
	<b>117892</b>	<b>117892</b>

Inbound Calls	All	Filtered
911 cell calls	1162	1162
911 land line calls	5831	5831
Adminstration lines	74397	74397
	<b>81390</b>	<b>81390</b>

Outbound Calls	All	Filtered
Adminstration lines	36502	36502
	<b>36502</b>	<b>36502</b>

Abandoned Calls	All	Filtered
911 cell calls	88	88
911 land line calls	686	686
Adminstration lines	2525	2525
	<b>3299</b>	<b>3299</b>

Hit Calls	All	Filtered
911 cell calls	18	18
911 land line calls	104	104
	<b>122</b>	<b>122</b>



Wireless trunk line



Acct 023 792 4283 911 27

Jul 13 2002

Summary

From Last Bill  
\$1469.00 Last bill  
-1469.00 Payments  
.00 Thank you for your payment

Current charges

1535.00 Verizon  
\$1535.00 Subtotal Pay Verizon by Aug 12

\$1535.00 Pay Verizon

Page  
3

This bill was mailed on Jul 18, 2002.  
A late payment charge of 1.5% will apply  
to any amounts not received by Aug 12.

8,420.00  
4,320.00  
8,109.5611

22452.

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Page 1



Acct 023 792 4283 911 27

Jul 13 2002

For Your Information

Changes in Federal Charges Beginning July 2002

The Federal Subscriber Line Charge (SLC) for all business customers may be increasing this month as a result of previously scheduled revisions to the federal tariffs. This will include customers with single line service, multi-line service and Centrex and ISDN BRI and PRI service.

The Federal Universal Service Fund (FUSF) surcharge is decreasing to \$.57 per dial tone line, and \$2.85 per ISDN PRI pipe. The FUSF charge, which is reviewed quarterly, helps to keep local telephone rates affordable for all customers and gives a discount to schools, libraries and low income households.

Neither event results in new revenue to Verizon. All rates are subject to FCC tariff review.



Acct 023 792 4283 911 27 Jul 13 2002

Verizon Charges

\$1469.00 Monthly Service Jul 13-Aug 12

TN:911-3815 SO:1917226 CLT:91.EMNT.540.911.3815  
One time charge(s) from Jun 3

66.00 T9K1X Maintenance visit

\$ 66.00 Subtotal Verizon Charges

USOC TRANSLATION

T9K1X Message/Measured Business Incoming Trunk  
911 Universal Emergency Number Use Only

**\$1535.00 Total Verizon**

Billing Questions 1 800 607-6575



## Summary

	From Last Bill
\$1469.00	Last bill
-1469.00	Payments
<u>.00</u>	Thank you for your payment

	Current charges
<u>1535.00</u>	Verizon
<b>\$1535.00</b>	Subtotal Pay Verizon by Aug 12

**\$1535.00 Pay Verizon**

Page  
3

This bill was mailed on Jul 18, 2002.  
A late payment charge of 1.5% will apply  
to any amounts not received by Aug 12.

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Page

Page 1









Acct 023 792 4283 911 27 Oct 13 2002

Summary

From Last Bill  
\$1469.00 Last bill  
-1469.00 Payments  
.00 Thank you for your payment

Current charges  
1469.00 Verizon  
\$1469.00 Subtotal Pay Verizon by Nov 12

Page  
2

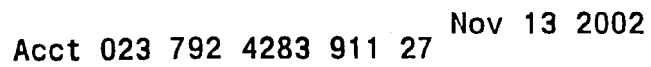
\$1469.00 Pay Verizon

This bill was mailed on Oct 18, 2002.  
A late payment charge of 1.5% will apply  
to any amounts not received by Nov 12.

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Page 1





	From Last Bill
\$1469.00	Last bill
- 1469.00	Payments
.00	Thank you for your payment

1469.00 Verizon  
\$1469.00 Subtotal Pay Verizon by Dec 12

This bill was mailed on Nov 19, 2002.  
A late payment charge of 1.5% will apply  
to any amounts not received by Dec 12.

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Page

Dec 13 2002

## Summary

	From Last Bill
\$1469.00	Last bill
-1469.00	Payments
.00	Thank you for your payment

	Current charges
1469.00	Verizon
<u>\$1469.00</u>	Subtotal Pay Verizon by Jan 12

**\$1469.00 Pay Verizon**

Page  
3

This bill was mailed on Dec 18, 2002.  
A late payment charge of 1.5% will apply  
to any amounts not received by Jan 12.

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Page 1.

## Summary

	From Last Bill
\$1469.00	Last bill
- 1469.00	Payments
.00	Thank you for your payment

**Current charges**

1469.00 Verizon  
\$1469.00 Subtotal Pay Verizon by Feb 12

Page  
3

**\$1469.00 Pay Verizon**

This bill was mailed on Jan 16, 2003.  
A late payment charge of 1.5% will apply  
to any amounts not received by Feb 12.

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Page 1



Acct 023 792 4286 911 95

Summary

From Last Bill  
\$336.00 Last bill  
-336.00 Payments  
    .00 Thank you for your payment

Current charges  
336.00 Verizon  
\$336.00 Subtotal Pay Verizon by Feb 12

Page  
3

**\$336.00 Pay Verizon**

This bill was mailed on Jan 16, 2003.  
A late payment charge of 1.5% will apply  
to any amounts not received by Feb 12.

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Page 1

Acct 023 792 4283 911 27 Feb 13 2003

Acct 023 792 4283 911 27

## Summary

### From Last Bill

**\$1469.00** Last bill

**- 1469.00 Payments**

.00 Thank you for your payment

**Current charges**

**1469.00 Verizon**

**\$1469.00** Subtotal Pay Verizon by Mar 12

**\$1469.00 Pay Verizon**

Page

2

This bill was mailed on Feb 19, 2003.

A late payment charge of 1.5% will apply to any amounts not received by Mar 12.

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Page 1

Page 1







Billing Date 4/13/03  
Account 000124488729 32Y  
Page 1 of 9  
Questions? Call: (800) 607-6575

TOWN OF CHRISTIANBURG  
MAIN ST  
025 792-4283

Manage your account online at [www.verizon.com](http://www.verizon.com)

Bill Mailed on 4/21/03

## Account Summary

Amount of last bill dated 3/13/03.....	\$1469.00
Payment(s). Thank you. 3/31.....	\$1469.00
Balance.....	\$ .00
Verizon Services.....	\$1507.68
Current Charges Due by 5/12/03.....	\$1507.68
Total Amount Due by 5/12/03 .....	\$1507.68

A late payment charge not to exceed 1.50% applies to any balance carried forward to next month's bill.

✓ Welcome to your new Verizon bill. We hope you find this format easier to read and understand, and hope it is easier to find the information you need to manage your monthly expenses.

✓ To enroll in the Verizon Direct Debit Payment Option, please read and sign the agreement on the reverse of the payment form.

8109.5611

1507.68  
- 336.00  
-----  
1171.68

Please write in amount enclosed and send this coupon with your payment in U.S. funds to the address below



Billing Date 5/13/03  
Account 000124488729 32Y  
Page 1 of 8  
Questions? Call: (800) 607-6575

TOWN OF CHRISTIANBURG  
MAIN ST  
023 792-4283

Manage your account online at [www.verizon.com](http://www.verizon.com)

Bill Mailed on 5/19/03

## Account Summary

Amount of last bill dated 4/13/03.....	\$1507.68
Payment(s). Thank you. 4/28.....	\$1507.68 <sub>cr</sub>
Credits and Adjustments.....	\$38.68 <sub>cr</sub>
<b>Credit Balance.....</b>	<b>\$38.68<sub>cr</sub></b>
 Verizon Services.....	 \$1507.68
Current Charges Due by 6/12/03.....	\$1507.68
Total Amount Due by 6/12/03 .....	\$1469.00

A late payment charge not to exceed 1.50% applies to any balance carried forward to next month's bill.

✓ To enroll in the Verizon Direct Debit Payment Option, please read and sign the agreement on the reverse of the payment form.

8109.56

Please write in amount enclosed and send this coupon with your payment in U.S. dollars to the address below.



Billing Date 6/13/03  
Account 000124488729 32Y  
Page 1 of 8  
Questions? Call: (800) 607-6575

TOWN OF CHRISTIANBURG  
E MAIN ST  
023 792-4283

Manage your account online at [www.verizon.com](http://www.verizon.com)

Bill Mailed on 6/19/03

## Account Summary

Amount of last bill dated 5/13/03.....	\$1469.00
Payment(s). Thank you. 6/2.....	\$1469.00cr
Credits and Adjustments.....	\$38.68cr
Credit Balance.....	\$38.68cr
Verizon Services.....	\$1507.68
Current Charges Due by 7/12/03.....	\$1507.68
Total Amount Due by 7/12/03.....	\$1469.00

✓ To enroll in the Verizon Direct Debit Payment Option, please read and sign the agreement on the reverse of the payment form.

A late payment charge not to exceed 1.50% applies to any balance carried forward to next month's bill.

8109.5611

Please write in amount enclosed and send this coupon with your payment in U.S. dollars to the address below.

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# Indicates charges for non-regulated products) or services

## EMERGENCY REPORTING SERVICES

## STATEMENT OF TARIFF APPLICATION -E911 SERVICE FEATURES

## TOWN OF CHRISTIANSBURG, VA ANNUAL REPORT 2003

## EXHIBIT A - PRICING FORECAST

Rates below are regulated charges contained in the tariffs of Verizon Virginia Inc. and are subject to changes approved by the Virginia Public Service Commission.

[illegible]





Acct 023 792 4286 911 95 Aug 13 2002

Summary

From Last Bill  
\$336.00 Last bill  
-335.00 Payments  
.00 Thank you for your payment

Current charges  
336.00 Verizon  
\$336.00 Subtotal Pay Verizon by Sep 12

Page  
4

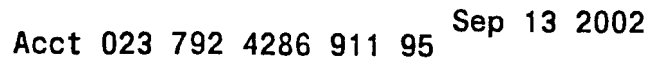
**\$336.00 Pay Verizon**

This bill was mailed on Aug 16, 2002.  
A late payment charge of 1.5% will apply  
to any amounts not received by Sep 12.

8/109.5611

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Page 1



Page 1

verizon

Acct 023 792 4286 911 95 Oct 13 2002

Summary

From Last Bill  
\$336.00 Last bill  
-336.00 Payments  
.00 Thank you for your payment

Current charges  
336.00 Verizon  
\$336.00 Subtotal Pay Verizon by Nov 12

Page  
2

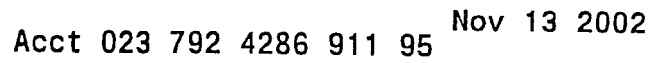
\$336.00 Pay Verizon

This bill was mailed on Oct 18, 2002.  
A late payment charge of 1.5% will apply  
to any amounts not received by Nov 12.

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Page 1





Acct 023 792 4286 911 95

From Last Bill

### Current charges

Page  
3

This bill was mailed on Nov 19, 2002.  
A late payment charge of 1.5% will apply  
to any amounts not received by Dec 12.

8109.5611

109023079242869110033292002121320000000000000000033600800000

Page 1







Billing Date 2/13/03  
Account 000141152066 91Y  
Page 1 of 8  
Questions? Call: (800) 315-4477

TOWN OF CHRSTNSBRG  
WIFI SS 911  
023 4286

Manage your account online at [www.verizon.com](http://www.verizon.com)

Bill Mailed on 2/19/03

## Account Summary

Amount of last bill dated 1/13/03.....	\$336.00
Payment(s). Thank you, 1/27.....	\$336.00cr
Balance.....	\$ .00
Verizon Services.....	\$374.68
Current Charges Due by 3/12/03.....	\$374.68
Total Amount Due by 3/12/03 .....	\$374.68

A late payment charge not to exceed 1.50% applies to any balance carried forward to next month's bill.

✓ Welcome to your new Verizon bill. We hope you find this format easier to read and understand, and hope it is easier to find the information you need to manage your monthly expenses.

✓ To enroll in the Verizon Direct Debit Payment Option, please read and sign the agreement on the reverse of the payment form.

8109.5611

Please write in amount enclosed and send this coupon with your payment in U.S. funds to the address below



Billing Date 3/13/03  
Account 000141152066 91Y  
Page 1 of 8  
Questions? Call: (800) 607-6575

TOWN OF CHRSTNSBRG  
WIR/ISS 911  
J23 4286

Manage your account online at [www.verizon.com](http://www.verizon.com)

Bill Mailed on 3/19/03

## Account Summary

Amount of last bill dated 2/13/03.....	\$374.68
Payment(s). Thank you. 3/3.....	\$426.08 $\alpha$
Credit Balance.....	\$51.40 $\alpha$
Verizon Services.....	\$374.68
Current Charges Due by 4/12/03.....	\$374.68
Total Amount Due by 4/12/03 .....	\$323.28

✓ To enroll in the Verizon Direct Debit Payment Option, please read and sign the agreement on the reverse of the payment form.

A late payment charge not to exceed 1.50% applies to any balance carried forward to next month's bill.

8109.5611

Please write in amount enclosed and send this coupon with your payment in U.S. funds to the address below



Billing Date 3/13/03  
Account 000024448821 91Y  
Page 1 of 8  
Questions? Call: (800) 607-6575

TOWN OF CHBG  
FIRE DEPT  
08-4496

Manage your account online at [www.verizon.com](http://www.verizon.com)

Bill Mailed on 3/19/03

## Account Summary

Amount of last bill dated 2/13/03.....	\$51.40
Payment(s).....	\$0.00
Unpaid Balance. Please Pay Now.....	\$51.40
Verizon Services.....	\$52.19
Current Charges Due by 4/12/03.....	\$52.19
Total Amount Due.....	\$103.59

A late payment charge not to exceed 1.50% applies to any balance carried forward to next month's bill.

To enroll in the Verizon Direct Debit Payment Option, please read and sign the agreement on the reverse payment form.

3202.5203 - 52.19  
8109.5611 - 51.40

Please write in amount enclosed and send this coupon with your payment in U.S. funds to the address below



TOWN OF CHIRSTNSBRG  
WIRELESS 911  
023 4286

Manage your account online at [www.verizon.com](http://www.verizon.com)

Bill Mailed on 4/21/03

## Account Summary

Amount of last bill dated 3/13/03.....	\$323.28
Payment(s). Thank you. 3/24.....	\$323.28 cr
<b>Balance.....</b>	<b>\$ .00</b>
<b>Verizon Services.....</b>	<b>\$374.68</b>
<b>Current Charges Due by 5/12/03.....</b>	<b>\$374.68</b>
<b>Total Amount Due by 5/12/03 .....</b>	<b>\$374.68</b>

✓ To enroll in the Verizon Direct Debit Payment Option, please read and sign the agreement on the reverse of the payment form.

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8109.5611

Please write in amount enclosed and send this coupon with your payment in U.S. funds to the address below



Billing Date 5/13/03  
Account 0052066 91Y  
Page 8 of 8  
Questions? Call: (800) 607-6575

TOWN OF CHRSTNSBRG  
WIRELESS 911  
023 792-4286

Manage your account online at [www.verizon.com](http://www.verizon.com)

Bill Mailed on 5/19/03

### Account Summary

Amount of last bill dated 4/13/03.....	\$374.68
Payment(s). Thank you. 4/28.....	\$374.68 <sup>CR</sup>
Balance.....	\$ .00
Verizon Services.....	\$374.68
Current Charges Due by 6/12/03.....	\$374.68
Total Amount Due by 6/12/03 .....	\$374.68

A late payment charge not to exceed 1.50% applies to  
any balance carried forward to next month's bill.

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Payment Option, please read and  
sign the agreement on the reverse  
of the payment form.

8109.5611

Please write in amount enclosed and send this coupon with your payment in U.S. dollars to the address below.





Billing Date 6/13/03  
Account 000141152066 91Y  
Page 1 of 10  
Questions? Call: (800) 607-6575

TOWN OF CHIRSTNSBRG  
WIRELESS 911  
023 792-4286

Manage your account online at [www.verizon.com](http://www.verizon.com)

Bill Mailed on 6/19/03

### Account Summary

Amount of last bill dated 5/13/03.....	\$374.68
Payment(s). Thank you. 6/2.....	\$374.68 <sup>CR</sup>
Balance.....	\$ .00
Verizon Services.....	\$374.68
Current Charges Due by 7/12/03.....	\$374.68
Total Amount Due by 7/12/03 .....	\$374.68

A late payment charge not to exceed 1.50% applies to  
any balance carried forward to next month's bill.

✓ To enroll in the Verizon Direct Debit  
Payment Option, please read and  
sign the agreement on the reverse  
of the payment form.

8109.5611

Please write in amount enclosed and send this coupon with your payment in U.S. dollars to the address below.  
.....

FY 2002-2003

EMP.#	NAME	JAS	OND	JFM	AMJ	TOTAL	FICA	VRS	HEALTH	LIFE	TOTAL
							7.65%	13.50%	INS.	INS.	
362	COX, MARTHA S.	9,142.54	8,629.13	8,850.00	8,059.50	34,681.17	2,653.11	4,681.96	3,876.00	107.51	45,999.75
363	WILLIAMS, JANET D.	7,897.08	7,731.68	7,516.73	7,710.18	30,855.67	2,360.46	4,165.52	3,876.00	95.65	41,353.30
364	D'INTINO, VALERIE S.	7,454.75	7,409.47	7,581.21	7,724.51	30,169.94	2,308.00	4,072.94	3,876.00	93.53	40,520.41
368	STRAUSS, DEBORAH S.	6,913.31	6,759.48	7,261.42	7,261.30	28,195.51	2,156.96	3,806.39	3,876.00	87.41	38,122.27
365	BRENNAM, BRENDA L.	7,452.28	7,452.24	7,452.24	7,781.83	30,138.59	2,305.60	4,068.71	3,876.00	93.43	40,482.33
366	BOHLIN, DAVID N.	7,452.28	7,452.24	7,634.96	7,452.24	29,991.72	2,294.37	4,048.88	3,876.00	92.97	40,303.94
367	RUPE, ALAN DALE	7,452.28	7,452.24	7,452.24	7,452.24	29,809.00	2,280.38	4,024.22	3,876.00	92.41	40,082.02
369	WHITLOCK, TERRI L.	6,924.06	6,843.96	6,856.98	7,012.98	27,437.98	2,175.51	3,704.13	3,876.00	85.06	37,278.68
370	COX, LEVI S.	6,224.44	6,440.61	6,586.02	6,437.46	25,688.53	1,965.17	3,467.95	3,876.00	79.63	35,077.28
		66,913.02	65,971.05	67,191.80	66,892.24	266,968.11	20,499.57	36,040.70	34,884.00	827.60	359,219.98

<

Salaries

Training

Cardinal Criminal Justice Academy

P. O. Box 869

Salem, VA 24153

Bill To: CHIEF GARY L BRUMFIELD  
CHRISTIANSBURG POLICE DEPT  
10 E MAIN STREET  
CHRISTIANSBURG VA 24073

INVOICE DATE: 2/14/02

Due Date:

7/31/02

# STUDENTS	DESCRIPTION	COST	TOTAL COST
54	2002-03 ANNUAL ACADEMY TUITION	180.00 X 9 1,620	\$ 9,720.00
		TOTAL	\$ 9,720.00

PLEASE MAIL PAYMENT TO:

City of Salem  
Attention: Finance Department  
P. O. Box 869  
Salem, VA 24153

PLEASE DO NOT COMBINE THIS PAYMENT WITH ANY OTHER PAYMENTS DUE THE CITY OF SALEM. THANK YOU.

CREDIT: ACADEMY FUND REVENUE ACCOUNT: 65-08000-4001 FINANCE

Cardinal Criminal Justice Academy

## Survey of Authorized Strength

Agency: Christiansburg Police Department

Chief/Sheriff: Chief Gary L. Brumfield

Category of Employee (Include all personnel who attend training at the academy, both full-time and part-time)	Authorized Strength	Present Strength
1. Chief, Director, Sheriff, or Other Agency Administrator	1	1
2. Law Enforcement (Only)	44	40
3. Jail, Court Security & Civil Process Officers		
4. Campus Security/Safety Officers		
5. Dispatchers	9	9
6. Animal Control Officers		
Case Managers		
8. Auxiliary Officers Required to Attend Academy Training		
9. Other Personnel That Attend Academy Training		
TOTAL:	54	50

The above information was prepared by:

GARY L. BRUMFIELD  
Print Name

Rank: Chief

Gary L. Brumfield  
Signature

Date: 18 NOV 02

**PLEASE COMPLETE AND RETURN THIS FORM NO LATER THAN November 26, 2002**

Cardinal Criminal Justice Academy  
917 Central Avenue, Salem, VA 24153  
FAX#: (540) 375-4100  
ckelley@cardinalacademy.org

# ***CHRISTIANSBURG POLICE DEPARTMENT TRAVEL VOUCHER***

***Please Provide all Checks to Rick Basham for Distribution***

NAME: Deborah S. Strauss  
Terri G. Whitlock

REASON FOR TRAVEL: Hostage Negotiations Advanced Workshop for Dispatchers  
(PowerPhone, Inc)

DESTINATION: Vinton Police Department, Vinton, Virginia

INCLUSIVE DATE(S) OF TRAVEL: 27 January 2003

LODGING COSTS: None

FUEL COSTS: None

MEAL COSTS: 27 January 2003 Lunch \$8.00

MEAL TOTALS: \$8.00  
*(Payable to both travelers)*

MISCELLANEOUS EXPENCES:

Tuition: \$189.00 per student (X 2) = \$378.00  
*(Payable to PowerPhone, Inc)*

ADVANCE AUTHORIZED: None

TOTAL SPENT:

FUNDS RETURNED: None

FUNDS TO BE REIMBURSED:

TOTAL ADVANCE AUTHORIZED:

ACCOUNT NUMBER: 3101-5504

AUTHORIZED BY: \_\_\_\_\_

# ***CHRISTIANSBURG POLICE DEPARTMENT TRAVEL VOUCHER***

***Please Provide all Checks to Rick Basham for Distribution***

NAME: Deborah S. Strauss  
Terri G. Whitlock

REASON FOR TRAVEL: Hostage Negotiations Advanced Workshop for Dispatchers  
(PowerPhone, Inc)

DESTINATION: Vinton Police Department, Vinton, Virginia

INCLUSIVE DATE(S) OF TRAVEL: 27 January 2003

LODGING COSTS: None

FUEL COSTS: None

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TOTAL SPENT:

FUNDS RETURNED: None

FUNDS TO BE REIMBURSED:

TOTAL ADVANCE AUTHORIZED:

ACCOUNT NUMBER: 3101-5504

AUTHORIZED BY: \_\_\_\_\_

TOWN OF CHRISTIANSBURG, VIRGINIA

REFERENCE	DATE	DESCRIPTION	AMOUNT	DISCOUNT	NET PAID
	10/25/02	STRAUSS-WHITLOCK	378.00	0.00	378.00

CHECK NO.	DATE	59805	GROSS	DISCOUNT	CHECK AMOUNT
59805	10/25/02		378.00	0.00	378.00



**TOWN OF CHRISTIANSBURG**  
 (540) 382-6128 FAX (540) 382-7338  
 100 EAST MAIN STREET  
 CHRISTIANSBURG, VIRGINIA 24073-3029

FIRST NATIONAL BANK  
 CHRISTIANSBURG, VIRGINIA

68-222  
 514 **59805**

DATE	CHECK NO.	CHECK AMOUNT
10/25/02	59805	\$378.00

PAY EXACTLY \*\*378 DOLLARS AND NO CENTS

PAY TO THE ORDER OF  
 POWERPHONE, INC.  
 PO BOX 1911  
 MADISON, CT 06443

VOID IF NOT CASHED IN 90 DAYS  
 BY ORDER OF COUNCIL

*Marie Howard*  
 TREASURER

*R. Bruce Ferguson*  
 TOWN MANAGER

⑈059805⑈ ⑆051402220⑆ 01002997⑈

REFERENCE	DATE	DESCRIPTION	AMOUNT	DISCOUNT	NET PAID
	10/25/02	SCHOOL EXP.	8.00	0.00	8.00

CHECK NO.	DATE	59811	GROSS	DISCOUNT	CHECK AMOUNT
59811	10/25/02		8.00	0.00	8.00



**TOWN OF CHRISTIANSBURG**  
 (540) 382-6128 FAX (540) 382-7338  
 100 EAST MAIN STREET  
 CHRISTIANSBURG, VIRGINIA 24073-3029

FIRST NATIONAL BANK  
 CHRISTIANSBURG, VIRGINIA

68-222  
 514 **59811**

DATE	CHECK NO.	CHECK AMOUNT
10/25/02	59811	\$8.00

PAY EXACTLY \*\*8 DOLLARS AND NO CENTS



TERRI G. WHITLOCK  
 327-B TEEL STREET  
 CHRISTIANSBURG, VA 24073

VOID IF NOT CASHED IN 90 DAYS  
 BY ORDER OF COUNCIL

*Maria Howard*  
 TREASURER

*R. Bruce Terry*  
 TOWN MANAGER

⑈059811⑈ ⑆051402220⑆ 01⑈0299⑈7⑈



REFERENCE	DATE	DESCRIPTION	AMOUNT	DISCOUNT	NET PAID
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10/25/02 SCHOOL EXP.

8.00

0.00

8.00

CHECK NO. DATE

59798

GROSS

DISCOUNT

CHECK AMOUNT

59798 10/25/02

8.00

0.00

8.00



## TOWN OF CHRISTIANSBURG

(540) 382-6128 FAX (540) 382-7338

100 EAST MAIN STREET

CHRISTIANSBURG, VIRGINIA 24073-3029

FIRST NATIONAL BANK  
CHRISTIANSBURG, VIRGINIA68-222  
514

59798

DATE	CHECK NO.	CHECK AMOUNT
------	-----------	--------------

10/25/02

59798

\$8.00

PAY EXACTLY \*\*8 DOLLARS AND NO CENTS

P  
TO  
ORDER  
OF

DEBORAH STUMP STRAUSS

3220 ROANOKE STREET

APT. # 4

CHRISTIANSBURG, VA 24073

VOID IF NOT CASHED IN 90 DAYS  
BY ORDER OF COUNCIL

TREASURER

TOWN MANAGER

⑈059798⑈ ⑆051402220⑆ 0100299⑈7⑈



## Vinton Police Department

311 SOUTH POLLARD STREET  
VINTON, VIRGINIA 24179

PHONE (540) 983-0617  
FAX (540) 983-0624

HERBERT G. COOLEY  
CHIEF OF POLICE

October 8, 2002

Dear Fellow Communications Professionals:

On January 27, 2002 the Vinton Police Department will be hosting a one-day Hostage Negotiations Advanced Workshop for Dispatchers conducted by PowerPhone, Inc. – The World leader in crisis training! Subjects to be covered include:

- Recognizing a Potential Hostage Situation**
- Types of Hostage/Barricade Situations**
- Methods of Intervention**
- Hostage Negotiation Techniques**
- Coordinating Inter-Agency Response**
- Critical Incident Stress Management**

In addition to enhancing the overall image of your department, the benefits of the workshop include, but are not limited to:

- Improved Safety for Callers and Victims**
- Increased Protection for Responders**
- Reduced Vicarious Liability**

The class will be conducted from 0800-1700. The cost per person is \$189.00. Certification is awarded to all who successfully pass examination upon completing the program.

I am personally inviting you to attend this dynamic training program with our Agency. We anticipate a full class with support from neighboring agencies, so please register now as there is limited seating.

Please feel free to contact me for additional information at 540-342-8135 ext. 518, or call PowerPhone directly at 1-800-537-6937 to register. We look forward to seeing you there!

Hotel Roanoke & Conference Center has a \$59.00 per night Government rate and they are the closest motel to Town reservation made direct at 540-985-5900.

Sincerely,

A handwritten signature in black ink, appearing to read "Craig A. Sheets".

Craig A. Sheets  
Communications Officer

AM. BCST, VINT.

VINTON POLICE DEPT IS HOSTING A 8HR WORKSHOP ON MONDAY JANUARY 27, 2003 TITLED "HOSTAGE NEGOTIATION ADVANCED WORKSHOP" THIS IS A CLASS FOR COMMUNICATIONS PERSONNEL. IT WILL BE HELD FROM 0800-1700 IN OUR TOWN WHICH IS JUST EAST OF ROANOKE CITY. THE SUCCESSFUL ATTENDEES WILL BE AWARDED A CERTIFICATE. THE CLASS IS BEING TAUGHT BY EXPERTS FROM POWERPHONE INC. THE WORLD LEADER IN CRISIS TRNG SUBJECTS COVERED IN CLASS WILL BE: RECOGNIZING A POTENTIAL HOSTAGE SITUATION, TYPES OF HOSTAGE/BARRICADE SITUATIONS, METHODS OF INTERVENTION, HOSTAGE NEGOTIATION TECHNIQUES, COORDINATING INTER-AGENCY RESPONSE, AND CRITICAL INCIDENT STRESS MGMT. IN ADDITION TO ENHANCING THE OVERALL IMAGE OF YOUR DEPT THE CLASS WILL IMPROVE SAFETY FOR CALLERS AND VICTIMS, INCREASED PROTECTION FOR RESPONDERS AND REDUCE VICARIOUS LIABILITY! THIS IS THE FIRST TIME THIS PROGRAM IS BEING OFFERED IN THE COMMONWEALTH OF VIRGINIA AND SEATING IS LIMITED SO EARLY REGISTRATION IS ENCOURAGED BY CALLING POWERPHONE AT 800-537-6937. GOVT HOTEL RATES HAVE BEEN SECURED AT THE 5 STAR HOTEL ROANOKE AT \$59.00 RESERVE THEM BY CALLING 540-985-5900. ANY QUESTIONS ABOUT THE PROGRAM, DIRECTIONS, OR ANY OTHER QUESTIONS ARE TO BE DIRECTED TO CRAIG SHEETS 540-342-8135 EXT 518. (VOICE MAIL) \*\*\*DISPATCHERS SAVE SECONDS....SECONDS SAVE LIVES\*\*\*

AUTH PD VINTON

SHEETS

2050EDT

COPY

TOWN OF CHRISTIANSBURG, VIRGINIA

REFERENCE	DATE	DESCRIPTION	AMOUNT	DISCOUNT	NET PAID
	09/13/02		25.00	0.00	25.00

CHECK NO.	DATE	59395	GROSS	DISCOUNT	CHECK AMOUNT
59395	09/13/02		25.00	0.00	25.00



**TOWN OF CHRISTIANSBURG**  
 (540) 382-6128 FAX (540) 382-7338  
 100 EAST MAIN STREET  
 CHRISTIANSBURG, VIRGINIA 24073-3029

FIRST NATIONAL BANK  
 CHRISTIANSBURG, VIRGINIA

68-222  
 514 **59395**

DATE	CHECK NO.	CHECK AMOUNT
09/13/02	59395	\$25.00

PAY EXACTLY \*\*25 DOLLARS AND NO CENTS

VOID IF NOT CASHED IN 90 DAYS  
 BY ORDER OF COUNCIL

PAY  
 TO THE ORDER OF  
 APCO, VIRGINIA CHAPTER  
 P.O. BOX 532  
 ATT CAROL W. ADAMS  
 YORKTOWN, VA 23690

*Maue Howard*  
 TREASURER  
*[Signature]*  
 ASSISTANT TOWN MANAGER

APCO Virginia Chapter  
Fall Conference  
October 2-4, 2002

**REGISTRATION FORM**

Please Print or Type

**Attendee Information**



Cox Martha S.

Name (Last, First, MI)

Christiansburg Police Dept.

Agency/Company

Lead Dispatcher - TAC

Title

10 East Main Street

Address

Christiansburg, Virginia

City

State

24073

ZIP

540-382-3131

Phone Number

540-382-0877

Fax Number

E-mail



**SIGN ME UP for the Dispatcher Breakout Session**

on

Wed. & Thurs., October 2 & 3, 2002.

**CLASS SIZE FOR THE DISPATCHER  
BREAKOUT IS LIMITED - RESERVE  
YOUR SEAT EARLY!**

(Fee for breakout session waived if conference registration of \$25.00 paid.)

**Registration Information**

**Conference & Hotel Information**

Category	Registration (Mark one)	Holiday Inn Tanglewood
Member - \$25.00	<input type="checkbox"/>	4468 Starkey Rd SW, Roanoke, Virginia
Non-member - \$25.00	<input checked="" type="checkbox"/>	1-540-774-4400
<b>TOTAL Registration Amount Due</b>	<b>\$ 25.00</b> (see below for billing info)	<b>Room rate:</b> \$ 64.00 (double/single occupancy) + prevailing state/city sales tax

Make your reservations directly with the Holiday Inn Tanglewood before September 23, 2002. After this date all remaining sleeping rooms will be released back to the hotel for resale. After cut-off date, reservations WILL be accepted based on availability @ the conference rate.

**Payment Information**

- ☒ Enclosed is a check for \$25.00 made payable to APCO, Virginia Chapter.
- ☐ Attached is a purchase order. Please bill my agency/company for the amount due. (Registrations will not be processed without the submission of an actual purchase order. Purchase order numbers alone DO NOT validate billing.)

**If billing address different than address identified above, complete the following:**

Billing Address

City, State, Zip

- ☐ If payment enclosed for more than one registration, please attach individual registration form for each person registered.

Registration to be paid @ the door. Cancellations must be received no later than Monday, September 23, 2002.

For Questions, contact Terry Hall or Carol Adams @ (757) 890-3656 or e-mail @ adamsc@yorkcounty.gov

Remit registration to Carol W. Adams, c/o York County Emergency Comm. Ctr., Post Office Box 532, Yorktown, Virginia 23690 or fax to (757) 890-3608. Registrations should be received no later than Monday, September 23, 2002.